



**URBAN FORESTRY BOARD  
REGULAR MEETING  
Wednesday, February 20, 2013 - 5:30 p.m.  
Northwest Recreation Center  
2913 Northland  
Austin, Texas**

**URBAN FORESTRY BOARD  
MEETING MINUTES**

**REGULAR MEETING  
WEDNESDAY, FEBRUARY 20, 2013**

**Board Members in Attendance:**

Patrick Brewer, Chair, Tom Hayes, Vice Chair, Board Members Nicholas Classen, Ryan Fleming, Chris Kite, Daniel vanTreeck (arrived 7:15PM). Board Member Maceo absent.

**Staff in Attendance:**

**Parks and Recreation Department:**

Pat Fuller, Division Manager, Park Ranger Division  
Emily King, (for Angela Hanson, Executive Liaison)  
Robert Clawson, Staff Liaison

**Austin Energy Department**

Ray Henning

**Ex-Officio Members in Attendance:**

Jessica Wilson, Environmental Conservation Manager, Watershed Protection Department  
Director Designee  
Michael Embesi, City Arborist, Planning and Development Review Department

**MEETING MINUTES**

**A. CALL TO ORDER**

Board Chair Brewer called the meeting to order at 5:40PM.

**B. APPROVAL OF MINUTES**

1. Motion made by Board Member Fleming, seconded by Board member Kite to approve the UFB meeting minutes of December 19, 2012. All in favor. Board Members Maceo and vanTreeck absent.
2. Motion made by Board member Fleming, seconded by Board member Kite to approve the UFB meeting minutes of January 16, 2013, with the following changes: Working Group members for Trail Design Standards are Board Vice-Chair Hayes, Board members Fleming and Kite. All in favor. Board Members Maceo and vanTreeck absent.

### **C. CITIZEN COMMUNICATION**

The first 4 (four) speakers signed up prior to the calling of the meeting to order are allowed a three-minute allotment each to address their concerns regarding items not posted on the agenda.

Sharon Blythe – Austin Memorial Park Cemetery – Do not approve any NW Nature Park Preserve Trees. Opposed to planned nature trail.

Craig Nazor – Gracywoods Neighborhood Association -- Gracywoods Oaks – Do not cut or trim park trees without neighborhood involvement. Discussed correspondence from Austin Energy.

Michael Fossum – Gracywoods Oaks – Do not prune tree, raise wires.

Zoila Vega – Gracywoods Oaks – Do not prune trees, raise wires.

### **D. ANNOUNCEMENTS**

Jessica Wilson – Grow Green Video on proper mulching techniques being distributed at part of “It’s My Park Day”. Bare Root Sapling plantings on Lady Bird Lake. LBJ Wildflower Center – Two trainings, March 22<sup>nd</sup> and March 23<sup>rd</sup>.

Michael Embesi – Tomorrow is Austin Energy Science Fair. Looking for judges for next year. Austin recognized in American Forest pamphlet.

Pat Fuller – Angela Hanson chosen to fill the vacant City of Austin Urban Forestry Program Manager.

Emily King – Winter Bare Root Seedling plantings was successful. Third year of the program.

### **E. DISCUSSION AND ACTION ITEMS**

1. Review and approval of Urban Forestry Board Document Procedures. Presenter: Tom Hayes, Board Vice-Chair.

Motion made by Board Member Classen, seconded by Board Member Fleming to approve Urban Forestry Board Document Procedures with following changes: Add “with” in first sentence. All in favor. Board Members Maceo and vanTreeck absent. Documents routine Urban Forestry Board documenting procedures. This memo to be sent to Staff Liaison for forwarding as Executive Liaison is out of state.

### **F. BRIEFINGS – 10 Minute Limit For Each Briefing**

2. Austin Energy Line Clearance Monthly Update (to include December and January reports)-- Ray Henning, Line Clearance Superintendent, Austin Energy.

Line Clearance Reports for December and January reviewed. Twenty-five miles completed in December, 21 miles completed in January. Customer calls down for December 2012 but up in January 2013. Number of trees distributed down in December but up in January. Pruning being done in non-Oak Wilt areas.

3. Update on Gracywoods Park – Ray Henning, Line Clearance Superintendent, Austin Energy. Chair Brewer asked that decorum for this briefing be that Mr. Henning present his report and then citizens present might be asked for comments. Handout “Austin Energy 138 k V Transmission Circuits, Tree Clearances and Gracywoods Neighborhood Public Involvement” distributed and discussed. Working group formed of UFB Board Vice-Chair Hayes, UFB Board members Maceo and Kite, City of Austin, Austin Energy Department employee Ray Henning and Austin citizen Craig Nazor. To conduct research on this subject and report back to the Board.

4. City Arborist Program Tree Presentation and Replenishment Monthly Update – Michael Embesi, City Arborist, Planning and Development Review Department.  
Monthly statistics discussed. Oak Wilt slow at present but expect it to increase. Downtown Tree Inventory completed. In process of going through quality assurance of the data.
5. City Arborist Program Heritage Tree Monthly Update – Michael Embesi, City Arborist, Planning and Development Review Department. No report. Two variance cases to be presented at March 6, 2013 Environmental Board meeting. Heritage size trees in the West Campus area.
6. Update on Urban Forestry Board Management Plan Working Group. Presenter: Patrick Brewer, Board Chair.  
Plan is progressing. Board Chair Brewer met with Leah Haynie, PARD staff. Staff working on GIS information.

**G. URBAN FORESTER EXECUTIVE LIAISON REPORT – Emily King, Environmental Program Coordinator, Parks and Recreation Department, Urban Forestry Program, including:**

- Monthly Notification: Removal of protected size trees on parkland that constitute an imminent public safety risk.  
Board Chair Brewer requested that future reports include primary defects and target listed and photos as needed.  
Two vacant supervisor positions in Forestry Unit. Second round of interviews scheduled. Several other vacant positions.

**H. FUTURE ITEMS FROM BOARD MEMBERS**

David Magana, Division Manager, Infrastructure Management Division, Public Works Department. Will be attending Urban Forestry Board meetings. Board Chair requested monthly briefing at future meetings. Possible strategic initiative concerning what citizens can do with large trees when they are cut down, rather than sending to the City dump – promotional event to recycle.

**I. ADJOURNMENT**

Board Chair Brewer adjourned the meeting at 8:37PM without objection.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications are provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 4 (four) days before the meeting date. Please call Robert Clawson at the Parks and Recreation Department, at 978-2600, for additional information; TTY users route through Relay Texas at 711.

For more information on the Urban Forestry Board, please contact Angela Hanson at [angela.hanson@austintexas.gov](mailto:angela.hanson@austintexas.gov) or by phone at 974-9551.





## MEMORANDUM

**TO:** Marc Ott, City Manager  
Sara L. Hensley, CPRP, Director  
Parks and Recreation Department  
Victoria Li, Director  
Watershed Protection Department

**FROM:** City of Austin Urban Forestry Board

**DATE:** February 20, 2013

**SUBJECT:** UFB Document Procedures

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Both City of Austin Urban Forestry Board (UFB) members and document recipients shall be provided with any and all approved final documents immediately following each board meeting. Following the suggestions of UFB members and city staff, the following four steps shall be followed as routine UFB document procedures:

1. Upon document approval by the UFB, the UFB member sponsor(s) for a given document is (are) responsible for incorporating all agreed changes and by the following day sending the final document to the UFB Executive Liaison (currently Angela Hanson).
2. The Boards and Commissions Coordinator (currently Candy Parham) is to immediately receive from the UFB Executive Liaison all such final documents approved by the UFB, so that he or she may then send these to Council members and other designated recipients without delay.
3. In order that UFB members may review the results of their service and have the opportunity to directly communicate with their Council members or others as they wish, the final UFB-approved document shall be emailed to all UFB members at the same time that it is sent by the UFB Executive Liaison to the Boards and Commissions Coordinator.
4. Finally, the UFB Staff Liaison (currently Robert Clawson) is to include all UFB-approved documents as addenda to the draft meeting minutes, in order to post for review prior to the next UFB meeting and consequently be part of the official public record.

